



CITY OF KIRKLAND **STREET BANNER PERMIT APPLICATION**

Return to:
Sudie Elkayssi
City of Kirkland
505 Market Street, Ste A
Kirkland, WA 98033

Contact Name:	Phone:	Email:
Name of organization:		
Mailing Address:		
Event Name:	Date(s) of event:	# of Banners:
Purpose of Event:		
<u>Requested site(s) in order of preference</u>		
<u>Site #</u>	<u>Preference</u>	<u>Address</u>
2	_____	Juanita Drive & 97 th Ave NE (near Spuds) <u>Circle number of banners: 1 or 2</u>
4	_____	Lake Street & 2 nd Ave S (near Anthony's)
5	_____	State Street & 5 th Ave S (near the Iman Center)
6	_____	108 th Ave NE & 45 th St (near Houghton Neighborhood Park)
7	_____	116 th Ave NE & NE 53 rd St (near Bridle Trails St. Park entrance)
9	_____	NE 70 th Place & 128 th Ave NE (near Tech City Bowl)
Office Use Only		
Drop Off Date:	Disposal Date:	Permit Fee \$ 25.00
Banner(s) Up:	Artwork/Text Approved: YES N/A	Installation Fee: \$
Pick Up Date:	Submitted to PW:	Total Due: \$
		Payment Received:

HOLD HARMLESS AGREEMENT:

The undersigned hereby make application to the City of Kirkland (City) for hanging banners and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant / organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland for any damage arising from the applicant's use of said equipment/hardware. The applicant or his agent has examined and inspected the equipment/hardware for defects and finds them fit and safe for the purpose stated above.

Applicant Name (print)

Applicant Signature

Date

Approved By

Department

Date



CITY OF KIRKLAND **STREET BANNER PERMIT GUIDELINES**

Purpose

The purpose of this program is to allow for the display of public service messages or event announcements promoting community events taking place within City of Kirkland limits, in the form of street banners over the public right-of-way in a safe orderly manner. A permit from the City of Kirkland must be obtained prior to hanging a banner over any public right-of-way.

Applicants

Applicants must meet the following criteria:

1. A Kirkland based organization / event
2. Non-religious or political in nature
3. City sponsored*

* For the purpose of this policy, City sponsored shall be defined as an applicant meeting at least one of the following criteria:

- Receives grant money from the City of Kirkland
- Has a contractual relationship with the City of Kirkland
- Receives in kind services from City of Kirkland staff, or
- The City is a member of applicant's organization

Banner Specifications

Banners shall meet all of the following criteria:

- Banner text will reflect a public service message or community event announcement
- Banner must maintain minimum clearance of 15 feet above right-of-way surface
- Banner shall be exactly 4' high x 30' wide in size (***Site #2 - Juanita Drive will only accommodate 4' high x 12' wide banners, applicants may request one or two banners***)
- Banner must be professionally designed and manufactured or produced by a banner company, not "homemade"
- Banner must have wind load slots
- Banner must have grommets approximately every 3 feet on top and bottom placed ½" - ¾" from center of grommet to finished edge. All four corner grommets must be reinforced so as not to rip.
- No internal ropes
- Banner must be printed on both sides
- Artwork for new banners must be submitted and approved by the City prior to construction
- Sponsorship Standards:
 - Logo and business/organization name may be placed on a banner when the business or organization is associated with a City sponsored event as defined in KMC 19.32.040.
 - Logo and business/organization name must be located at the bottom of the banner
 - Logo and business/organization name may take up a boxed area no greater than 15% of the banner size

Banners hung over the right-of-way without a permit will be removed by the City of Kirkland and the responsible party invoiced for the cost of removing the banner(s).



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Reservation Instructions

- **Reservations:** Will not be taken more than 6 months in advance. Reservation of any one site is limited to no more than one (1) reservation per month by any one group.
- **Application:** Return a completed application, check made out to the City of Kirkland, and art/text design (for new banners) to:

Sudie Elkayssi
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- **Fees:** \$25 Permit Fee, plus \$150 Installation Fee (per site)
(Site #2 - Juanita Drive: Two 4' high x 12' wide banners may be installed for \$150)
- **Delivery:** Banner(s) must be delivered to the Maintenance Center, 915 8th Street, one week prior to the hanging date. Maintenance Center hours are 6:30am - 3:30pm, Monday-Friday, closed holidays. Late banners will be hung as workload allows.
- **Pickup:** Banner(s) must be picked up within 2 weeks of the removal date. Any banner not picked up in a timely manner will be recycled on the banner disposal date as indicated on the permit.
- **Duration:** Banners will be hung no more than two weeks in advance of an event and will be removed the first business day following the event.